



Alameda Recreation and Park Department - (510) 747-7529

2011-2012 Kindergarten Recreation Afterschool Program (RAP-K)

*A Supervised Recreation After School Program for Boys and Girls
who are enrolled in Kindergarten at Paden & Washington Elementary Schools*

WHEN DOES RAP MEET?

RAP meets every school day at dismissal time, *including modified or early dismissal school days* and ends at 5:30 p.m. **THERE IS NO RAP CARE ON SCHOOL HOLIDAYS OR NON-SCHOOL DAYS.**

Once RAP staff leaves school grounds for LONGFELLOW PARK (520 Lincoln Ave), they cannot return to school for late kids (i.e. field trips, enrichment, etc.). RAP fees do NOT cover cost or enrollment for any non-school vacation camps. (Camp enrollments require separate forms and fees).

WHAT DO WE DO AT OUR RAP SITE?

Activities include:

- * Daily Snacks
- * Daily Choices of Games, Arts & Crafts, Cooking, Sports, and more!
- * Outdoor activities, weather permitting, in a supervised, safe environment!

WHERE DOES RAP MEET?

Kindergartners will be met by Leaders at their classroom upon dismissal. All participants will then walk back to LONGFELLOW PARK, 520 Lincoln Ave with the RAP Leaders. **RAP staff will work along with schools to coordinate A/B and other special Kindergarten dismissal times.**

*Any kids with bikes, scooters, skateboards or roller blades **MUST** walk or carry them and obey all traffic laws on the way to the park. Please be sure your child is dressed appropriately for the weather.*

2011-12 RAP LOTTERY REGISTRATION: FRIDAY, JULY 1 TO FRIDAY, JULY 15, 2011

RAP lottery registration for all new and returning students for the 2011-2012 school year begins FRIDAY, JULY 1, 2011 and ends FRIDAY, JULY 15, 2011. *During this time, you may mail, fax, or drop off your completed registration form(s) with payment (either Single or 1st Split Payment) to: ARPD Office, 2226 Santa Clara Ave, Alameda, CA 94501.*

All forms will be processed starting Monday, July 18th. Incomplete registrations will delay processing. Any forms received before July 1st or after July 15th will be processed on Thursday, July 21st.

HOW DO WE REGISTER AFTER LOTTERY?

Starting Monday, July 25, 2011, we will open registration for all remaining spots. Payment (either Single or 1st Split Payment) is required at the time of registration. Space is limited and may be gone by this date! Waitlists will be available.

- *Walk-In or Mail registrations accepted with payment in the ARPD Office, 2226 Santa Clara Ave, Alameda, 94501 Monday through Friday, 8:30 a.m. to 5:00 p.m.*
- *Fax completed registration form with current MasterCard or VISA to (510) 523-4071*

Online and phone registration are not available for RAP. Once your completed registration has been received in the Main Office, you may pay over the phone, (510) 747-7529, with a Visa/Mastercard throughout the school year.

ABSENCES/NON-SCHOOL DAYS - Please notify ARPD by 11:00 a.m. (510-747-7529) if your child will not attend RAP for any reason. Failure to notify RAP of an absence on a scheduled RAP day will result in Alameda Police Department conducting a search for your child which will result in a \$15 service fee. Fee must be paid within 24 hours of the incident. **NO REFUNDS, CREDITS OR MAKE-UPS ARE ALLOWED FOR ANY DAYS YOU MISS.**

LATE PICK UPS - All participants must be picked up by 5:30 p.m. Starting at 5:31 p.m., a late fee of \$1 per minute will be charged for late pick-ups payable that day. If you are more than 1/2 an hour late, we will contact the Alameda Police Department to pick up your child and take them to the station. If late pick ups are a consistent problem, we will take further appropriate action.

RECEIPTS - You will be mailed/handed a receipt upon registration. Save your receipt! There is a \$5 reprint service charge for each reprinted receipt. An official 2011 Tax Receipt will be available for a fee, upon request, after January 1, 2012.

SEE OTHER SIDE FOR PAYMENT SCHEDULE AND OTHER IMPORTANT PROGRAM INFORMATION

PAYMENTS - All fees must be paid a minimum of 48 business hours in advance before your child is picked up for RAP. You must pay either the entire single payment or the split payment by the published due dates; single payments CANNOT be split. Payments made after the due dates are charged an automatic \$30.00 late fee and pick ups will begin 48 business hours after payment is received. Payment options include cash, check, money order, Visa or Mastercard. No exceptions!

ARPD DOES NOT SEND PAYMENT REMINDERS! ALL DEADLINES ARE LISTED IN PARENT HANDBOOK, RAP FLIER, RECEIPTS, AND ON ARPD WEBSITE!

EXTRA DAYS (2 OR 3 DAY PROGRAM PARTICIPANTS) - You **CANNOT** swap any unused regular day(s) for any extra day(s). You may add a one-time additional pick up day (outside of your regular days); there is a \$15 per day charge which must be paid in full 48 business hours in advance of the date needed.

DAY CHANGES (2 OR 3 DAY PROGRAM PARTICIPANTS)- On the registration form, you must specify the days of the week we will pick up your child. These days will remain the same for the full session unless you pay the \$15 administrative fee to change them.

CHILDREN WITH SPECIAL NEEDS - Registrations for children requiring special attention are reviewed on a case-by case basis with the Program Supervisor. Please be sure to provide as much detail as possible including any physical or emotional needs or medications involved. Please note that the Recreation Department staff do not receive specialized training for various special needs participants, but will work with individuals as appropriate to provide a positive experience.

FEE SCHEDULE FOR 2011 - 2012 SCHOOL YEAR **AUGUST 29, 2011 TO JUNE 14, 2012**

WHETHER YOU CHOOSE TO PAY BY SESSIONS OR INSTALLMENTS, IT IS YOUR RESPONSIBILITY
TO MAKE ALL PAYMENTS BY THE DUE DATES TO AVOID THE AUTOMATIC \$30.00 LATE FEE.
WE DO NOT SEND REMINDERS.

FALL SESSION:

August 29 to December 16, 2011
(15 WEEK SESSION)

YOU MUST ENCLOSE PAYMENT (EITHER SINGLE PAYMENT OR 1ST SPLIT PAYMENT) AT THE TIME OF REGISTRATION

In order for your child to be picked up on the first day of school, we must receive payment (either Single or 1st Split Payment) by **THURSDAY, AUGUST 25TH.**

Split payment 2nd installment due by:
Thursday, October 20th

KINDERGARTEN

5 DAYS/WEEK:

Single Payment:\$860
1st Split Payment:\$460
2nd Split Payment:\$460

3 DAYS/WEEK:

Single Payment:\$560
1st Split Payment:\$310
2nd Split Payment:\$310

2 DAYS/WEEK:

Single Payment:\$380
1st Split Payment:\$220
2nd Split Payment:\$220

WINTER SESSION:

January 3 to March 23, 2012
(12 WEEK SESSION)

Single payment due by:
Thursday, December 15th

1st Split payment due by:
Thursday, December 15th

2nd Split payment due by:
Thursday, February 9th

KINDERGARTEN

5 DAYS/WEEK:

Single Payment:\$688
1st Split Payment:\$374
2nd Split Payment:\$374

3 DAYS/WEEK:

Single Payment:\$448
1st Split Payment:\$254
2nd Split Payment:\$254

2 DAYS/WEEK:

Single Payment:\$304
1st Split Payment:\$182
2nd Split Payment:\$182

SPRING SESSION:

March 26 to June 14, 2012
(11 WEEK SESSION)

Single payment due by:
Thursday, March 22nd

1st Split payment due by:
Thursday, March 22nd

2nd Split payment due by:
Thursday, May 10th

KINDERGARTEN

5 DAYS/WEEK:

Single Payment:\$636
1st Split Payment:\$348
2nd Split Payment:\$348

3 DAYS/WEEK:

Single Payment:\$408
1st Split Payment:\$234
2nd Split Payment:\$234

2 DAYS/WEEK:

Single Payment:\$276
1st Split Payment:\$168
2nd Split Payment:\$168

IMPORTANT...IMPORTANT...

A minimum of 10 students must be registered at a school in order to be a RAP Pick-Up Site.

NEED FINANCIAL ASSISTANCE?

A limited number of partial scholarships are available for Alameda residents only. To qualify, please complete a Fee Assistance Request Form from the Alameda Recreation and Park Department Office. Allow a minimum of three (3) weeks to process.